You Have Rights!

Campus User Security

TE1301-1, TE1301-2

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Agenda

- User Security for User Groups
    - Creating a New User Group
    - Assigning Tool Rights to a User Group
    - User Group Membership Tab
- Calendar Rights
    - Setting Calendar Rights
- Assigning Users to Groups
    - Creating Users
    - Individual User Security
- Campus Active Directory

Definitions

- Tool rights
  - View, edit, add or delete information in Campus
  - An task object in Campus that allows a user to perform a task
  - An information object that has security rights associated with it
- Tool rights examples
  - Walk-in-Scheduler
    - A task requiring tool rights to perform
  - Telephone number
    - Information requiring tool rights to access

Tool Rights Levels of Access

- Read
  - View information only (i.e. changes are not allowed)

- Write
  - Update, edit or change information (i.e. make an address change)

- Add
  - Create a new record

- Delete
  - Remove a record

User Security for User Groups

- User groups give groups a basic set of tool rights
- Users may belong to more than one user group
  - Example: Secretary in school office
    - Member of clerical user group for enrollments
    - Member of attendance user group to process attendance
- User groups have
  - Calendars rights
  - Tool rights

Creating a New User Group

- Path: System Administration > User security > User groups
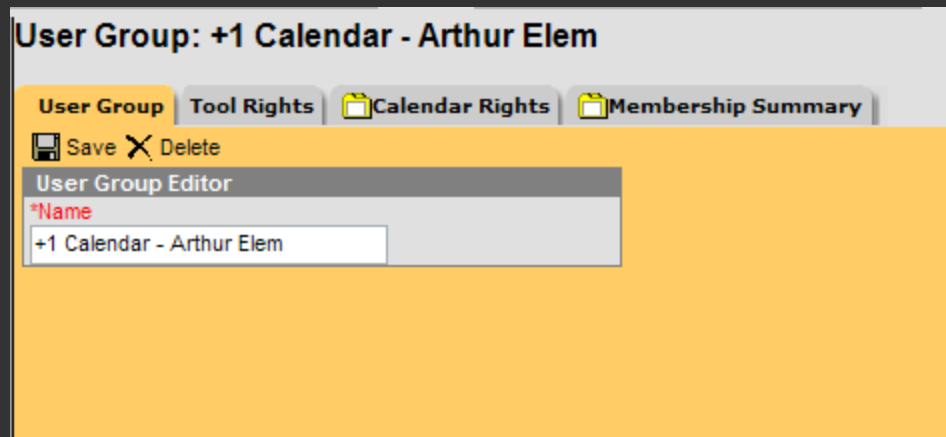

1 Click Create a new User Group

2 Name user group

3 Click Create Group

Creating a New User Group

- New user group is ready for assigning rights
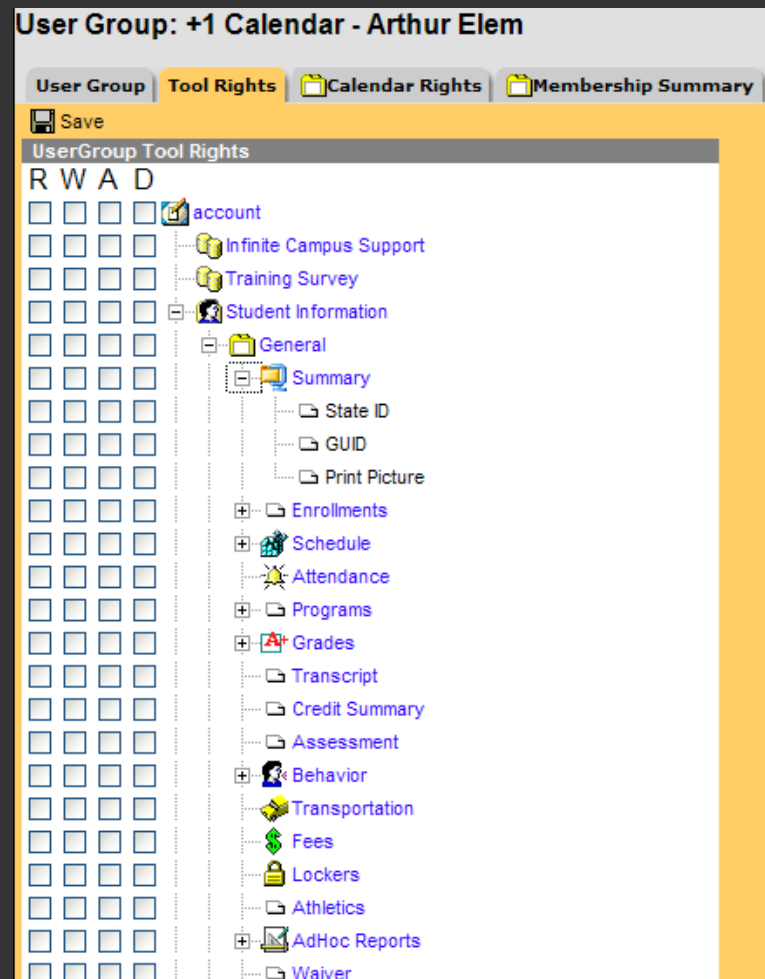   - Tool rights
    - Calendar rights

Assigning Tool Rights to a User Group

- Note: Internet Explorer is not recommended for this operation
- Four levels of tool rights
    - R = Read
    - W = Write
    - A = Add
    - D = Delete
- Each level is cumulative
    - Example
        - To check "D" users must have R, W and A rights first
- Tool rights list is separated into index categories
    - Checking a rights level for a category sets all tools in that category
    - Expand category to modify tools rights within the category

Assigning Tool Rights to a User Group

- Screenshot of tool rights assignment

User Group Membership Tab

- Lists individuals in group
- Clicking on a user name displays individual's user rights

User Group: Attendance

| User Group | Tool Rights | 📄Calendar Rights | 📄Membership Summary |

User Group User Summary

admin (Administrator, System)	attendance (Attendance, User)	iamback (Back, Ima)
pcarollo (Carollo, Philip)	rugone (Gone, Arr)	imagone (Gone, Ima)
imahere (Here, Ima)	rupresent (Present, Arrr)	

Calendar Rights

- Individuals need rights to access specific calendars
  - Can be done in user group based on role
    - Combined with tool rights
    - Examples
      - Attendance group
      - Principal group
  - Can be done by setting up separate groups for calendars
    - User becomes member of two user groups
      - Tool rights group
      - Calednar group
  - Note on Calendar rights
    - Unchecking "Modify" makes all data in calendar read-only
      - No tasks can be performed in calendar

Setting Calendar Rights

① Click Calendar Rights

② Click New

③ Assign School, Year and Calendar using droplists

| User Group | Tool Rights | 🗂Calendar Rights | 🗂Membership Summary |

📄 New 💾 Save ✕ Delete

Rights Editor

Name

06-07 Arthur Elementary

School Year Rights

School

Arthur Elementary ▾

Year

06-07 ▾

Calendar

06-07 Arthur Elementary ▾

Modify Rights

☑

⑤ Save

④ Uncheck to make access read-only
Overrides tool rights

Assigning Users to Groups

Every person who is entered into Campus will appear in the User Search list

- – From the Quick Search, select User and enter a name.
- – Click on the User Name to bring up the Create New User Screen

Aasland, Tania

Username [   ] Password [   ] [Generate Password]

☐ Admin 2005   ☐ ALC Teacher Grades   ☐ Athletic/Act. Eligibility
☐ Attendance   ☐ Census   ☐ CL-ALC Archive Calendars
☐ CL-Early Childhood Archive Cal ☐ CL-Early Childhood Calendar ☐ CL-FHS ALC Calendar
☐ CL-FHS Archive Calendars ☐ CL-FHS Calendar   ☐ CL-FMS ALC Calendar
☐ CL-FMS Archive Calendars ☐ CL-FMS Calendar   ☐ CL-Hayes Calendar
☐ CL-RLS Calendar   ☐ Counselors   ☐ Discipline
☐ EP User Provisioning   ☐ FHS ALC SS   ☐ Hayes Archive Calendars
☐ Health   ☐ Non-Public Archive   ☐ Non-Public Calendar
☐ Office/Attendance   ☐ Office/Registrar   ☐ Police View
☐ Pre-School Calendar   ☐ Principals   ☐ Read Only
☐ Read Schedule   ☐ Read Student Info   ☐ RLS Archive Calendars
☐ Scheduler   ☐ Special Ed   ☐ Targeted Services Calendar
☐ Teacher   ☐ Transition Archive Calendars ☐ Transition Calendar

[Check User] [Create User]

Creating Users

1 Search for user by last name

2 Click person's name

3 Create new user screen appears

4 Enter username

5 Enter password or click Generate Password

6 Click Check User to prevent duplication

7 Select user group(s)

8 Select application
-- Campus
-- Portal

9 Click Create User

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Creating Users

- Once user has been created they have an individual page

Campus Active Directory

- For districts with user management systems outside of Campus

- Uses Active Directory (AD) authentication

- Configured for Lightweight Directory Access Protocol (LDAP)

- Authenticates against Microsoft Windows AD only

- Supports a single active directory group

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Impact

- Using Active Directory means
    - Users authenticate against Windows AD, not Campus
    - No Campus passwords are required
    - User Account tab and New User tool are modified
        - Passwords are **_not_** required
- Portal
    - ADA can separate user accounts into Portal (parent/student) and non-Portal (staff)
    - Allows District to rely on AD for Campus application authentication and rely on Campus for Portal authentication

Options

- Use AD for staff accounts and Campus for parent/student accounts
- Use AD for parent/student accounts and Campus for staff accounts
- Use AD for **_all_** staff **_and_** parent/student accounts
- Use Campus for **_all_** staff **_and_** parent/student accounts
  - With this option there is no AD communication

Configuring Active Directory

Technical Guide

- Technical Guide is available as a Help article in the product
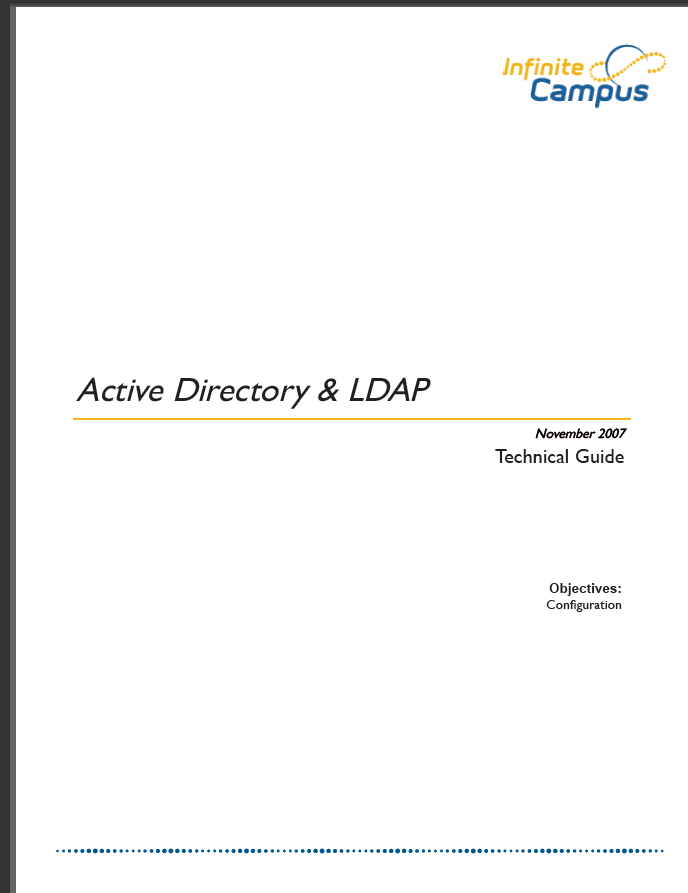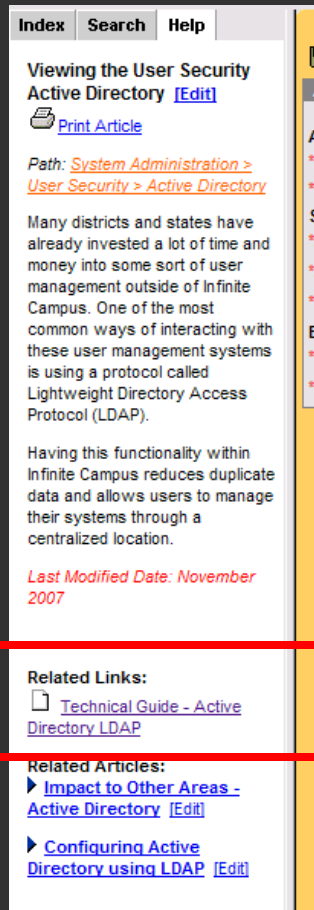
Questions & Answers

Ask, we're ready!

Learn More!

Additional training is available from Campus U

- Professional, certified trainers

- Just-in-time offerings

- Online

- In person

  – In your district

  – At Infinite Campus